

State of New Jersey
Department of Environmental Protection
CHILD CARE CENTER OWNER/OPERATOR Records Request Form

As an applicant for a child care center license, it is important that you fully understand and research the environmental conditions that may exist at or around the site of your prospective child care center.

To submit this record request, please complete the following information requirements and submit the form in person during regular business hours, mailed or electronically to:

NJDEP - Office of the Records Custodian
Attention: Public Records Requests
401 East State Street
P.O. Box 442
Trenton, New Jersey 08625-0442
(609)341-3121
Records.custodian@dep.state.nj.us

If you submit this request form to any other officer or employee of the NJDEP, that officer or employee does not have the authority to accept your request form on behalf of the NJDEP. The form will not be considered received until it is received in the Office of the Records Custodian.

The NJDEP will attempt to respond to this request within 10 business days of receiving the request. Please note that the NJDEP will conduct a **400 foot radius search** of the property and notify you of potential environmental concern sites the NJDEP is aware of and has documents of besides those that pertain to the child care center. You can then schedule a file review appointment to access the records or request copies be made and sent (copying fee required).

Requestor Information -Please Print

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____ Email _____
Daytime Telephone Number (with Area Code) _____ Fax Number (with Area Code) _____

Property Location of Potential Child Care Center

Name of current Owner/Operator (If known) _____
Previous Owner/Operator or AKA _____
Address _____ Block(s) _____ Lot(s) _____
City _____ County _____ State NJ Zip _____

State Use Only: Tracking # _____